

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**            **HOUSING AND REDEVELOPMENT DIRECTOR**

**DEPARTMENT:**    **HOUSING AND REDEVELOPMENT**

**BASIC FUNCTION:**

Under policy direction, to plan, direct, supervise, and coordinate Housing and Redevelopment programs; perform professional housing and redevelopment work; and to perform other related responsibilities as required.

**KEY RESPONSIBILITIES:**

Plan, organize and coordinate programs and activities of the Redevelopment Agency and Housing Authority.

Monitor legislation relevant to programs offered by the Department and respond appropriately.

Direct on-going day-to-day operations of the Redevelopment Agency and Housing Authority.

Develop and recommend department policies and procedures and direct their implementation upon approval.

Direct the preparation and administration of the recommended departmental work program and annual budget.

Prepare and implement plans to encourage economic development, housing, redevelopment and retail enhancement in the Village Redevelopment Area.

Develop and implement Affordable Housing Programs and expenditure of Housing Set-Aside funds.

Participate in the negotiation and administration of property disposition and development agreements, including agreements for affordable housing.

Negotiate financial assistance agreements for affordable housing and redevelopment projects.

Provide staff support to the Housing and Redevelopment Commission (City Council), the Housing Commission, Design Review Board and other boards, committees and commissions established to address housing and redevelopment issues.

Work closely with the Village Business Association to develop programs and/or activities that enhance the redevelopment area.

Supervise and direct administration of the federal Community Development Block Grant (CDBG), HOME, and Tenant-based Rental Assistance Programs.

Ensure that the CDBG program continues to effectively address the needs of the low and moderate-income households within the community.

Negotiate real estate transactions as required for the CDBG program, Redevelopment Agency and Housing Authority.

Guide implementation of the Village Redevelopment Area Master Plan and Design Manual and Village Redevelopment Plan.

Manage all activities related to adoption and implementation of additional Redevelopment Project Areas.

Manage employees through other supervisors; set goals and objectives; select train, motivate staff; assess performance and make salary recommendations.

May serve as Acting Community Development Director as assigned.

### **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Knowledge of:**

Principals and practices of the management and administration of Housing and Redevelopment programs, including Community Development Block Grant, HOME and other affordable housing programs.

Applicable federal, state and local laws and regulations pertaining to Housing and Redevelopment programs.

Planning or land use principles and permit processing procedures and related regulations.

Principles and practices of organization, administration, budgeting and personnel management.

Financial procedures and regulations pertaining to loan management, real estate and property improvements.

Strategic management techniques and methodology.

Research methods and techniques and methods of report presentation.

**Ability to:**

Plan, direct and coordinate the activities of a Housing and Redevelopment program.

Provide administrative and professional leadership for the department.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Collect and analyze data and develop complex plans and reports.

Communicate clearly and concisely, orally and in writing.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Establish and maintain cooperative relationships with City officials and employees, the general public and representatives of other agencies.

Select, supervise, train and evaluate assigned staff.

Work well under pressure to meet deadlines.

Negotiate affordable housing and development/redevelopment projects.

Review and interpret complex records and studies and to prepare and present recommendations and findings.

**EXPERIENCE AND EDUCATION:**

Any combination of equivalent experience and education that could provide the required knowledge, skill and ability is qualifying. A typical way to obtain the knowledge, skill and ability would be:

Equivalent to a Bachelor's Degree from accredited college or university with major course work in Urban Studies, Public Administration, Business Administration or a related field and, five years of increasingly responsible experience in the areas of urban planning, redevelopment, affordable housing and/or property management (including acquisition, contracts, demolition and appraisals) with specific experience in development of affordable housing and redevelopment programs and financing mechanisms.

A master's degree in public or business administration is highly desirable.

**PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will Management classification.

DATE APPROVED: June 1999

**Management**

**Salary Schedule**

**Management Salary**

**Benefits**

**City of Carlsbad Management Benefits**